HS2

Meeting minutes

Audit and Risk Assurance Committee

Meeting date Meeting location Meeting time	Thursday, 05 November 2020 MS Teams Meeting 11:30-13:30	
Members	Attendees	Apologies
Ed Smith (Committee Chair) Non-Executive Director	Head of Phase 2 Project Controls	Mark Thurston Chief Executive
Stephen Hughes Non-Executive Director	Michael Bradley Chief Financial Officer	
Roger Mountford Non-Executive Director	Allan Cook HS2 Ltd Chairman	
	Deputy Director and Deputy Head of Project Delivery Profession, HS2 Phase 2a	
	Emma Head Safety and Assurance Director	
	P-Rep	
	Kevin McGreal Interim Safety and Assurance Director	

P-Rep	
Kevin McGreal Interim Safety and Assurance Director	
Non Owen (minutes) Company Secretary	
HS2 Apprentice: Business Administration	
Phase 2a Project Controls Lead	
Head of Programme and Corporate Assurance	

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High Speed Two (HS2) Limited, registered in England and Wales.

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Registered office: Two Snowhill, Snow Hill Queensway, Birmingham B4 6GA. Company registration number: 06791686. VAT registration number: 181 4312 30.

Head of Internal Audit	
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1 Welcome, Declarations of Interest and Values Moment

- 1.1 There were no additional declarations of interest made.
- 1.2 The Committee Chair welcomed attendees to the extraordinary meeting of the Committee to consider the assurance of Phase 2a Baseline 2 in order to challenge and review prior to providing a Strategic Assurance Statement from the Committee to the HS2 Ltd Board.
- 1.3 The Committee welcomed attendance from the DfT in consideration of this item.
- 1.4 The Committee received a values moment from the Head of Programme and Corporate Assurance reflecting on the HS2 Ltd values week which had run over the week commencing 26 October 2020. As part of the values week, there had been daily respect quotes, one of which had been not allowing failure to define and the Head of Assurance reflected on this and the role of assurance as a critical friend supporting delivery.

2 Phase 2a Baseline 2 Assurance (ARAC_20-048 to ARAC_20-051)

2.1 The Committee received and noted papers submitted to support the extraordinary meeting, including:



- 2.1.4 Phase 2a benchmarking.
- 2.2 It was agreed that subject to satisfactory review of the Committee, a Strategic Assurance Statement would be submitted to the HS2 Ltd Board capturing the work done to date and highlighting particular areas for the Board to note;

Action:

- 2.3 The Committee requested that particular points to draw to the Boards attention were:
 - 2.3.1 The Baseline (BL) 2 context and development including a reminder of the deliverables required along the route;
 - 2.3.2 Clarity of what was captured in the BL, and what wasn't;
 - 2.3.3 Clarity that one of the

- 2.3.4 Submission of the BL is a dynamic process and discussions continue in parallel with the DfT. The Committee requested that should there be any substantive changes resultant from these discussions, the Board are notified in the Board paper;
- 2.3.5 Lessons learned which have been applied; and
- 2.3.6 At the time of the meeting, formal comments are awaited from P-Rep which will require a Management Response.
- 2.4 The Committee requested inclusion of the assurance done over the previous 15 months, as presented to the Committee, be included in the Board paper.

Action:

2.5 The Committee requested that the Strategic Assurance Statement be considered by the Board prior to considering the BL2 paper at the November meeting.

Action: Company Secretariat

- 2.6 The Committee commended the amount of work to produce the BL and noted the positive working relationships between those involved in the development.
- 2.7 It was agreed that the Committee Members would receive and review the Strategic Assurance Statement prior to submission to the HS2 Ltd Board.

3 Any other business

3.1 There were no additional items of business raised for discussion.